

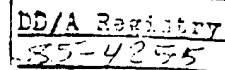
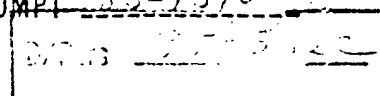
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DEC 13 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Comptroller
Deputy Director for Administration
General Counsel

FROM: Robert W. Magee
Director of Personnel

SUBJECT: Development of a CIA Job Evaluation System

1. Action Requested: Your approval of the recommendation contained in paragraph 3 to develop a new Agency job evaluation plan per your approval of the Inspector General recommendation contained in his recent survey of the Position Management and Compensation Division (PMCD) of the Office of Personnel.

2. Background: In May of 1985, I forwarded to you a recommendation that we undertake the development of a new job evaluation system for the Agency. At that time, you deferred action on the recommendation. When the Inspector General reviewed PMCD operations in the summer of 1985, he recommended that you reconsider our proposal and proceed with the development of a new job evaluation (position classification) system.

Historically, the Agency has attempted to use the position classification system used by other Federal agencies. However, over the years we have had to make many modifications to this system to meet unique circumstances within the Agency. As a result, it has become clear that the Federal classification system does not serve us effectively as a tool to relate our jobs to each other internally, or to address the differences between our jobs and those of other organizations externally.

The Office of Communications (OC) grade banding experiment and the imminent proposal of an alternative pay plan for secretaries have been viewed as steps toward a comprehensive system more closely tailored to Agency needs. Currently we have expressions of interest in grade banding from the Office of Information Technology, DA; the Information Management Staff, DO; the Analytic

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Support Group, DI; and the Office of SIGINT Operations, DS&T. As we proceed further with expansion of the grade banding program without addressing the issues of internal and external equity, we risk serious damage to the occupational equities within the Agency. The proposed job evaluation study would solve this problem and help us determine what changes in the current system are possible.

We believe that the development of a new job evaluation system can be accomplished for approximately [redacted]. The funds necessary to undertake this study are not available within the Office of Personnel, and will need to be made available from elsewhere. We have attached a memorandum to the Director of Logistics requesting that he procure the consulting services necessary to begin this very important study. We estimate that the development of a new job evaluation plan which will adequately serve the needs of the Agency in the future will take approximately one year, with the assistance of an external consulting firm, from the time it is initiated until the plan is completed and validated. Installation of the new system would begin after validation.

3. Recommendation: That you approve the use of an external consultant to undertake the development of a new job evaluation for the Agency at a cost not to exceed [redacted]

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[redacted]
/ Robert W. Magee /

Attachment

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CONCUR:

[Redacted Signature Box]

fw General Counsel

13 Dec 85
Date

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xx * [Redacted Signature Box]

Deputy Director for Administration

12/23/85
Date

STAT

Comptroller

1/8/86
Date

STAT

Executive Director

Date

APPROVED:

[Redacted Signature Box]

Deputy Director for Central Intelligence

2-7-86
Date

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